

Virginia Department of Social Services  
Office of Early Childhood Development

# Early Childhood Endorsement Program

A Professional Development Opportunity



## **Virginia Department of Social Services**

### **Early Childhood Endorsement Program (ECEP)**

In order to meet the need for highly qualified early childhood education and child care providers, the Virginia Department of Social Services (VDSS) has offered training on the care, development, health, and safety of young children for many years. In recognition of the increased need for more structured early childhood professional development options, the VDSS Office of Early Childhood Development has established the Early Childhood Endorsement Program (ECEP). This program is designed to provide a comprehensive foundation of knowledge for working with children of specific ages (infants and toddlers or preschool). The ECEP is a collaboration between the VDSS Office of Early Childhood Development, the Virginia Community College System (VCCS), and the Community College Workforce Alliance (CCWA).

#### **The VDSS Early Childhood Endorsement Program offers two endorsements:**

1. Infant and Toddler Endorsement
2. Preschool Endorsement

#### **VDSS Early Childhood Endorsements can be valuable as:**

1. Entry-level credentials for employment in the field of early childhood, or
2. Demonstration of expertise in working with infants and toddlers or with preschool children, or
3. Supplements to a child-related degree or credential that does not include instruction on infants and toddlers or preschool children, or
4. Supplements to a degree or credential outside the field of early childhood, or
5. Demonstration of professional development options for teaching licensure renewal requirements, or
6. Demonstration of professional development options for early childhood professionals participating in Virginia's Star Quality Initiative (QRIS).

#### **Participants have two options by which to achieve an endorsement:**

1. Successful completion of the required VDSS sponsored classroom-based courses (reference page 6), OR
2. Successful completion of the required college credit courses offered by the Virginia Community College System (CHD 166, Infant and Toddler Programs, or CHD 120, Introduction to Early Childhood Education, reference page 5).

## **Option 1 - Participation via Completion of VDSS Sponsored Courses**

Individuals who participate in the VDSS Endorsement Program (Infant and Toddler Endorsement or Preschool Endorsement) via completion of VDSS sponsored courses must:

- **Register** to attend component courses. Refer to page 6 of this document for specific courses required for each endorsement—Infant and Toddler or Preschool. Registration information is available online at [www.dss.virginia.gov/redirect/?83](http://www.dss.virginia.gov/redirect/?83) (click on VDSS Professional Development Catalog).
- **Attend** all required courses.
- **Receive** written and project assessments from the instructor at the end of each class (15-30 minutes).
- **Complete** all written and project assessments.
- **Upon completion**, submit all completed assessments for each ECEP course you have finished to VDSS for grading.
- **Make a copy of ALL your materials for your own records BEFORE** submitting them to VDSS for grading.
- **Send to VDSS:**
  - ✓ ECEP Registration Materials (pages 8 and 9)
  - ✓ \$10.00 **one-time** processing fee for **each** endorsement application (Infant and Toddler and/or Preschool). The fee is due when the first set of materials is submitted for grading.
  - ✓ Completed assessments for grading.
- Participants must receive a **passing score for each of the 12 component courses** to receive the VDSS Early Childhood Endorsement.
- **Receive** VDSS Early Childhood Endorsement (Infant and Toddler or Preschool).
- Early childhood professionals who are successful and receive a VDSS Early Childhood Endorsement will be eligible to apply for three college credits (refer to page 4).
- **VERY IMPORTANT – If you choose to apply for college credits, you will be required to complete a portfolio that will include demonstration of your work for each course. Be sure to keep all materials from each class (e.g., Participant Guide, texts, handouts, assessments). You will need them to complete the portfolio requirement to receive college credit.**

## **Eligibility for College Credit upon Completion of VDSS Endorsement Courses**

Upon completion of either of the Early Childhood Endorsements (Infant and Toddler or Preschool), participants may choose to apply for college credit. Instructions for submitting a portfolio to receive college credit will be distributed to successful candidates with the awarding of the VDSS ECEP Certificate of Completion. To be eligible to apply for college credit, individuals **must** comply with the following:

1. **Portfolio Requirement** - You will be required to complete a Portfolio to earn college credits. **Keep all materials** included in the program (Participant Guide, handouts, texts, and all completed, graded assessments and projects). A Portfolio Development guidance document will be provided to assist you in completing this requirement.
2. Achieve a grade of C or better on all assessments submitted for the ECEP. VDSS is partnering with John Tyler Community College to award three college credits for each endorsement. Those who successfully complete the ECEP Infant and Toddler Endorsement and Portfolio Requirement will receive credit for Child Development 166 (CHD 166), Infant and Toddler Programs. Those who successfully complete the ECEP Preschool Endorsement and Portfolio Requirement will receive credit for Child Development 120 (CHD 120), Introduction to Early Childhood Education.

For additional information, please contact:

Aleta Lawson

Office of Early Childhood Development

Virginia Department of Social Services

804-726-7468

[ecep@dss.virginia.gov](mailto:ecep@dss.virginia.gov)

## **Option 2 - Participation via Completion of College Credit Courses**

Upon successful completion of either CHD 166, Infant and Toddler Programs, or CHD 120, Introduction to Early Childhood Education, through the Virginia Community College System, individuals become eligible for the corresponding VDSS Early Childhood Endorsement. Those who successfully complete CHD 166, Infant and Toddler Programs, are eligible to apply for the VDSS Infant and Toddler Endorsement. Those who successfully complete CHD 120, Introduction to Early Childhood Education, are eligible to apply for the VDSS Preschool Endorsement.

To apply for either VDSS Early Childhood Endorsement:

1. Complete the application (page 10).
2. Enclose a copy of your college transcript indicating completion of the course(s) or a Letter of Completion from your instructor. You must receive a passing grade to qualify for the endorsement.
3. Submit to VDSS with the \$10.00 processing fee for each endorsement requested.

For additional information, please contact:

Aleta Lawson

Office of Early Childhood Development

Virginia Department of Social Services

804-726-7468

[ecep@dss.virginia.gov](mailto:ecep@dss.virginia.gov)

# ECEP

## **I. Infant and Toddler Endorsement**

The Infant and Toddler Endorsement requires completion of the following 12 courses. Each course will be offered once per year as outlined below:

### **Each Spring**

- Beyond Babble: Exploring Early Language Development
- Child Abuse and Neglect: Recognition and Reporting
- Health Screening for Child Care Professionals
- Understanding Temperaments to Help Infants and Toddlers Learn and Develop

### **Each Fall**

- Part 1 - Ages and Stages of Development for Infants and Toddlers
- Part 2 - Creating an Appropriate Learning Environment for Infants and Toddlers
- Part 3 - Planning Activities for Infants and Toddlers
- Part 4 - Guiding the Behaviors of Infants and Toddlers
- Nurturing Productive Partnerships with Parents
- Observation and Recording: It's Not Always Obvious
- Preventing Injuries in the Child Care Environment

### **Self-Study**

Early Childhood Theorists – For registration information: [ecep@dss.virginia.gov](mailto:ecep@dss.virginia.gov) or (804) 726-7468.

## **II. Preschool Endorsement**

The Preschool Endorsement requires completion of the following 12 courses. Each course is offered once per year as outlined below:

### **Each Spring**

- Part 1 - Ages and Stages of Development of Preschoolers Ages Three to Five
- Part 2 - Creating an Age-Appropriate Learning Environment for Preschoolers
- Part 3 - Planning Age and Stage Appropriate Activities for Preschoolers
- Part 4 - Guiding the Behaviors of Preschool Children Ages Three to Five
- Child Abuse and Neglect: Recognition and Reporting
- Health Screening for Child Care Professionals

### **Each Fall**

- Every Teacher is a Brain Surgeon: Exploring Brain Development Part 1
- Nurturing Productive Partnerships with Parents
- Observation and Recording: It's Not Always Obvious
- Preventing Injuries in the Child Care Environment
- Reframing Discipline Part 1: From Stopping Misbehavior to Teaching Skills

### **Self-Study**

Early Childhood Theorists – For registration information: [ecep@dss.virginia.gov](mailto:ecep@dss.virginia.gov) or (804) 726-7468.

**Registration Information** for each endorsement class is available online at [www.dss.virginia.gov/redirect/?83](http://www.dss.virginia.gov/redirect/?83) (click on the *VDSS Professional Development Catalog*).

# ECEP

## Study Tips

- ◆ The Early Childhood Endorsement Program assessment materials have been designed for you to use the handouts received in class to complete all assignments. All assessment materials are “**open book.**”
- ◆ Be sure to be thorough and include as much information as possible in your written answers. Be certain all parts of the question have been answered.
- ◆ Read through all questions and project instruction materials before beginning any assignment.
- ◆ Write in complete sentences.
- ◆ Keep a dictionary on hand to check spelling.
- ◆ Be sure to re-read each question and remember to answer exactly what you were asked.
- ◆ PROOFREAD YOUR WORK!
- ◆ **Make a copy of ALL your materials for your own records BEFORE** submitting them to VDSS for grading.

# INFANT/TODDLER ENDORSEMENT REGISTRATION FORM

This form must accompany each set of completed assignments.  
Please type or print clearly.

Full Name \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_  
Street or Post Office Box

\_\_\_\_\_  
City State Zip Code

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Personal E-mail Address \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_  
Street or Post Office Box

\_\_\_\_\_  
City State Zip Code

## Type of Facility (please check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Licensed Family Day Home               | <input type="checkbox"/> Camp Program                      |
| <input type="checkbox"/> Local DSS Certified Family Day Home    | <input type="checkbox"/> Religious Exempt Child Day Center |
| <input type="checkbox"/> Licensed Child Day Center              | <input type="checkbox"/> Head Start Program                |
| <input type="checkbox"/> Voluntarily Registered Family Day Home | <input type="checkbox"/> Other (Specify) _____             |

## Education Level (please check one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Attended High School                            | <input type="checkbox"/> One-Year Community College | <input type="checkbox"/> Master Degree    |
| <input type="checkbox"/> High School Diploma or<br>Equivalent            | <input type="checkbox"/> Certificate                | <input type="checkbox"/> Doctorate Degree |
| <input type="checkbox"/> Career Studies Community<br>College Certificate | <input type="checkbox"/> Associate Degree           |   |
|  | <input type="checkbox"/> Bachelor Degree            |   |

## Please indicate which course materials are included (check all that apply).

- |  |  |
|--|--|
| <input type="checkbox"/> <u>One-time</u> \$10.00 processing fee: payable to Treasurer of Virginia          | <input type="checkbox"/> Beyond Babble: Exploring Early Language Development                       |
| <input type="checkbox"/> Processing fee previously sent: Date: _____                                       | <input type="checkbox"/> Child Abuse and Neglect: Recognition and Reporting                        |
| <input type="checkbox"/> IT Part 1 – Ages and Stages of Development for Infants and Toddlers               | <input type="checkbox"/> Early Childhood Theorists (Self-Study)                                    |
| <input type="checkbox"/> IT Part 2 - Creating an Appropriate Learning Environment for Infants and Toddlers | <input type="checkbox"/> Health Screening for Child Care Professionals                             |
| <input type="checkbox"/> IT Part 3 - Planning Activities for Infants and Toddlers                          | <input type="checkbox"/> Nurturing Productive Partnerships with Parents                            |
| <input type="checkbox"/> IT Part 4 - Guiding the Behaviors of Infants and Toddlers                         | <input type="checkbox"/> Observation and Recording: It's Not Always Obvious                        |
|  | <input type="checkbox"/> Preventing Injuries in the Child Care Environment                         |
|  | <input type="checkbox"/> Understanding Temperaments to Help Infants and Toddlers Learn and Develop |

## Mail registration materials, \$10.00 one-time processing fee, and completed assignments to:

Early Childhood Endorsement Program  
Virginia Department of Social Services  
7 N. Eighth Street – 6<sup>th</sup> Floor  
Richmond, VA 23219

# PRESCHOOL ENDORSEMENT

## REGISTRATION FORM

This form **must** accompany each set of completed assignments.  
Please type or print clearly.

Full Name \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Personal E-mail Address \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_  
Street or Post Office Box

\_\_\_\_\_  
City State Zip Code

### Type of Facility (please check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Licensed Family Day Home               | <input type="checkbox"/> Camp Program                      |
| <input type="checkbox"/> Local DSS Certified Family Day Home    | <input type="checkbox"/> Religious Exempt Child Day Center |
| <input type="checkbox"/> Licensed Child Day Center              | <input type="checkbox"/> Head Start Program                |
| <input type="checkbox"/> Voluntarily Registered Family Day Home | <input type="checkbox"/> Other (Specify) _____             |

### Education Level (please check one)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Attended High School                 | <input type="checkbox"/> Career Studies Community                  | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> High School Diploma or<br>Equivalent | College Certificate  | <input type="checkbox"/> Bachelor Degree  |
|   | <input type="checkbox"/> One-Year Community College<br>Certificate | <input type="checkbox"/> Master Degree    |
|   |  | <input type="checkbox"/> Doctorate Degree |

### Please indicate which course materials are included (check all that apply).

- |   |   |
|---|---|
| <input type="checkbox"/> <u>One-time</u> \$10.00 processing fee: payable to Treasurer of Virginia         | <input type="checkbox"/> Child Abuse and Neglect: Recognition and Reporting                           |
| <input type="checkbox"/> Processing fee previously sent: Date: _____                                      | <input type="checkbox"/> Early Childhood Theorists (Self-Study)                                       |
| <input type="checkbox"/> PS Part 1 - Ages and Stages of Development of Preschoolers<br>Ages Three to Five | <input type="checkbox"/> Every Teacher is a Brain Surgeon – Exploring Brain<br>Development – Part 1   |
| <input type="checkbox"/> PS Part 2 - Creating an Age-Appropriate Learning<br>Environment for Preschoolers | <input type="checkbox"/> Health Screening for Child Care Professionals                                |
| <input type="checkbox"/> PS Part 3 - Planning Age and Stage Appropriate Activities for<br>Preschoolers    | <input type="checkbox"/> Nurturing Productive Partnerships with Parents                               |
| <input type="checkbox"/> PS Part 4 - Guiding the Behaviors of Preschool Children Ages<br>Three to Five    | <input type="checkbox"/> Observation and Recording: It's Not Always Obvious                           |
|   | <input type="checkbox"/> Preventing Injuries in the Child Care Environment                            |
|   | <input type="checkbox"/> Reframing Discipline Part 1: From Stopping Misbehavior to<br>Teaching Skills |

### Mail registration materials, \$10.00 one-time processing fee, and completed assignments to:

Early Childhood Preschool Endorsement Program  
VDSS – Office of Early Childhood Development  
7 North Eighth Street – 6<sup>th</sup> Floor  
Richmond, VA 23219-3301

# VDSS EARLY CHILDHOOD ENDORSEMENT

## APPLICATION FORM

COMPLETE THIS FORM IF YOU WISH TO APPLY FOR VDSS INFANT AND  
TODDLER OR PRESCHOOL ENDORSEMENT  
BASED ON COMPLETION OF COLLEGE CREDIT COURSES

Please type or print clearly.

Full Name \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_  
Street or Post Office Box

\_\_\_\_\_  
City State Zip Code

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Personal E-mail Address \_\_\_\_\_

Employer \_\_\_\_\_

Facility Address \_\_\_\_\_  
Street or Post Office Box

\_\_\_\_\_  
City State Zip Code

I am applying for the:

☐ Infant and Toddler Endorsement

☐ Preschool Endorsement

Please indicate which college course(s) you have completed

☐ CHD 166, Infant and Toddler Programs

☐ CHD 120, Introduction to Early Childhood Education

### REQUIRED VERIFICATION OF COURSE COMPLETION

College Transcript OR Letter from Instructor Must be Attached

I have enclosed:

☐ College Transcript for CHD 166

☐ Letter from Instructor for CHD 166

☐ College Transcript for CHD 120

☐ Letter from Instructor for CHD 120

\$10.00 Processing Fee Required for EACH Endorsement – Payable to Treasurer of Virginia

I have enclosed:

☐ \$10.00 Processing Fee for Infant and Toddler Endorsement

☐ \$10.00 Processing Fee for Preschool Endorsement

Mail completed application and \$10.00 Processing Fee(s) to:

Early Childhood Endorsement Program  
Virginia Department of Social Services  
Office of Early Childhood Development  
7 North Eighth Street – 6<sup>th</sup> Floor  
Richmond, VA 23219-3301